



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2701 SHERIDAN ROAD
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 11240.9A
N22

SEP 04 1996

NTC GREAT LAKES (COMPLEX) INSTRUCTION 11240.9A

From: Commander, Naval Training Center, Great Lakes

Subj: PROCEDURES FOR OPERATION, MAINTENANCE, AND CONTROL OF
MATERIAL HANDLING EQUIPMENT (MHE)

Ref: (a) SPCCINST 10490.2
(b) DOD 4145.19-R-1, Chapter 4, Section II
(c) NAVSUP Publication 538

1. Purpose. To set forth the basic responsibilities for control, repair, and utilization of Material Handling Equipment (MHE).

2. Cancellation. NTCGLAKESINST 11240.9. This instruction has been substantially revised and should be reviewed in its entirety.

3. Background. Reference (a) requires shore activities to establish a central point of control/contact for the purpose of pooling equipment to assure maximum utilization, determining overall activity requirements, scheduling maintenance and repair of equipment, maintaining a stock of on board repair parts based on experience/anticipated usage, ensuring effective and efficient use of assigned equipment, and reporting to Ships Parts Control Center (SPCC) as required. The commercial contractor in control of local delivery and equipment management functions for Supply and Logistics will serve as the central point of control/contact under surveillance and monitoring to be performed by the Warehouse/Transportation Department (Code N22) of Supply and Logistics. Equipment used herein is an overall term applicable to units of equipment delineated in reference (b) and all users of MHE are responsible for complying with the operating procedures and safety precautions in this instruction and other applicable directives. Material handling equipment approved for assignment to other than NTC activities will be supported on a reimbursable basis.

4. Action

a. The Quality Assurance Division (Code N222), Supply and Logistics, shall monitor the contractor to ensure compliance with this instruction and other applicable directives in regards to MHE utilization, maintenance and control.

b. The commercial contractor in control of local delivery and equipment management functions for Supply and Logistics shall perform the following:

SEP 04 1996

(1) Conduct training and provide testing and licensing for the operation of MHE.

(2) Conduct preventive and corrective maintenance and all associated record keeping in accordance with reference (c).

(3) Ensure non-availability of equipment due to scheduled maintenance is kept to a minimum. MHE utilization goals as described in reference (a) shall be adhered to.

(4) Perform repairs and overhauls of MHE as necessary. When MHE must be taken out of service for an extended period of time, every effort shall be made to supply the user activity with a temporary replacement.

(5) Prepare MHE Annual Reports to SPCC using reference (a).

c. User activities to whom MHE is assigned shall:

(1) Ensure all operators are in possession of a valid U.S. Government Motor Vehicle Operator's Identification Card (Standard Form 46), authenticated for the type of MHE being utilized, when operating any MHE.

(2) Ensure operators perform the daily checks specified in paragraph 2.1.3.2 of reference (c) to include the following:

(a) Check fuel, coolant and oil levels.

(b) Check operation of all warning devices, operation controls, and indicator gauges, including the hourmeter.

(c) Check tires and batteries.

(d) Report all defects immediately to the contractor at 688-4589. Operators are not permitted to perform any repair or service work on MHE.

(3) Take MHE out of service and immediately report to the contractor at 688-4589 when any condition is noted that could cause damage to the equipment or make the operation of MHE unsafe.

(4) Make equipment available to the contractor upon notification that a particular piece of MHE is due for scheduled maintenance.

d. Activities using MHE on a reimbursable basis shall pay costs associated with equipment assigned. Such costs include maintenance, repairs, and necessary overhauls. An order for Work and Service (NAVCOMPT Form 2275) shall be used as the funding

NTCGLAKESINST 11240.9A

SEP 04 1996

document for MHE maintenance and repair. Funding documents are to be submitted to the NTC Comptroller. Regardless of the number of pieces of equipment assigned, funding will be provided on an annual basis if the total annual billing is anticipated to be \$200, or less; if total billing is expected to exceed \$200 semiannual funding will be required. Costs shall be billed based on actual labor and materials used.



C. B. MARTIN
Chief of Staff, Operations

Distribution:

NTCGLAKESINST 5216.5M

Lists I & II (Case A)

NTCGLAKESINST 11240.9A
N22

SEP 04 1996

15/
200

NTC GREAT LAKES (COMPLEX) INSTRUCTION 11240.9A

From: Commander, Naval Training Center, Great Lakes

Subj: PROCEDURES FOR OPERATION, MAINTENANCE, AND CONTROL OF
MATERIAL HANDLING EQUIPMENT (MHE)

Ref: (a) SPCCINST 10490.2
(b) DOD 4145.19-R-1, Chapter 4, Section II
(c) NAVSUP Publication 538

1. Purpose. To set forth the basic responsibilities for control, repair, and utilization of Material Handling Equipment (MHE).

2. Cancellation. NTCGLAKESINST 11240.9. This instruction has been substantially revised and should be reviewed in its entirety.

3. Background. Reference (a) requires shore activities to establish a central point of control/contact for the purpose of pooling equipment to assure maximum utilization, determining overall activity requirements, scheduling maintenance and repair of equipment, maintaining a stock of on board repair parts based on experience/anticipated usage, ensuring effective and efficient use of assigned equipment, and reporting to Ships Parts Control Center (SPCC) as required. The commercial contractor in control of local delivery and equipment management functions for Supply and Logistics will serve as the central point of control/contact under surveillance and monitoring to be performed by the Warehouse/Transportation Department (Code N22) of Supply and Logistics. Equipment used herein is an overall term applicable to units of equipment delineated in reference (b) and all users of MHE are responsible for complying with the operating procedures and safety precautions in this instruction and other applicable directives. Material handling equipment approved for assignment to other than NTC activities will be supported on a reimbursable basis.

4. Action

a. The Quality Assurance Division (Code N222), Supply and Logistics, shall monitor the contractor to ensure compliance with this instruction and other applicable directives in regards to MHE utilization, maintenance and control.

b. The commercial contractor in control of local delivery and equipment management functions for Supply and Logistics shall perform the following:

9/3
203

9/3
203

hpc

B
8/30